

## On-site Flu Shot Clinic Site Coordinator Guide

### Flu Shot Clinic Overview

- Flu shot clinics available between 9/9/2019-12/20/2019
- Your point of contact: Katie Storlie, StayWell's Screening and Flu Shot Coordinator
  - [kstorlie@staywell.com](mailto:kstorlie@staywell.com)
  - 651-681-3318

### Requesting a Clinic

- Submit request a minimum of 60 days prior to preferred clinic date at <https://www.surveymonkey.com/r/wellwiscflu>
- Must order a minimum of 20 shots
  - Number of flu shots ordered will be based on number administered in 2018
  - New locations will start at 30 shots ordered with the ability to increase as appointments fill, unless otherwise approved to start with more based on conversations with ETF and StayWell
- Reserve room for dates requested and allow for 30 minutes before and after clinic for set up and tear down
- Clinic length will be confirmed by Katie; however, clinics generally last one hour for every 20 shots.
- Katie Storlie will send clinic confirmation within 2 weeks of receiving request

### Preparing for the Clinic

- Promote the clinic to location employees using the communication pieces provided by StayWell to encourage participation and pre-registration
- You will receive weekly registration updates via email beginning 4 weeks out from clinic. The number of projected attendees may be adjusted up to 10 business days before the clinic depending on availability of staff and supplies. **Each clinic will be allowed one reduction.**
- Print roster of appointments emailed to you the day prior to the clinic and provide to the nurse.

### Day of Clinic

- Meet nurse 30 minutes prior to the start of the clinic so they can set up the room
- Assist with the participant check-in/registration table and/or designate others to help
- **NEW!** All participants are required to provide their health insurance ID card at their appointment
- Registered appointments are recommended, walk-ins will be available as supplies and staff permit
  - Walk-ins may be asked to return at the end of the clinic to ensure enough serum for those with an appointment
- Post directional signage to assist participants with finding the room location, particularly if you are opening your clinic to participants outside of your organization.

**Contact Katie Storlie for additional detail or to discuss special circumstances.**